

**U.S. ARMY AUDIT AGENCY**  
**STATEMENT OF UNDERSTANDING**

Acknowledgement of Conditions of Employment or Assignment

Employees must complete this form upon initial acceptance of an offer of employment. The purpose is merely to document the special conditions of employment applicable to all of our auditor positions. If you have any questions or concerns regarding these conditions, please contact your Human Resources point of contact.

1. I understand appointment to this position requires acknowledgement and acceptance of the following condition(s) of employment which have been imposed as required by law, regulation or appropriate management authority:

- ☒ US Citizenship
- ☒ Security Clearance-Secret
- ☒ Extensive TDY and Local Travel (Up to 80%)

2. While assigned to this position, I understand I'm required to maintain these conditions of employment. I also understand failure to meet any condition(s) will be grounds for withdrawal of the job.

3. I further understand failing to satisfactorily meet or maintain the above condition(s) related to this position will result in action to remove me from the position.

4. The original of this signed acknowledgement will be filed in my official personnel file (OPF) and a copy provided to me. Accordingly, I accept this offer/condition(s) of employment.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*HR Representative's Signature*

\_\_\_\_\_  
*Date*